

UNIT 10

Finding Work

Vocabulary:

Ambitious (adj.)	طَمُوح	applicant	متقدم (لوظيفة مثلاً)
conscientious	مُجد ومجتهد في عمله / حي الضمير	CV = curriculum vitae	السيرة الذاتية
(well) established	راسخ/ثابت/معتزف به/موجود من فترة طويلة	pharmacy	صيدلية
sociable	اجتماعي	well-organised	منظم جداً
achievement	انجاز	fluent	طلق / فصيح (في لغة)
druggist	صيدلي	neighbourhood	منطقة سكنية / حي سكني / سكان المنطقة
skill	مهارة	trainee	متدرب
conscience	الضمير	neighbours	الجيران
neighbourly	ودود / مُعين	fluently	بطلاقة
fluency	الطلاقة	achieve	يحقق
Drug store	صيدلية	skilful	ماهر
a job interview	مقابلة للحصول على وظيفة	obvious errors	أخطاء واضحة
formally	بشكل رسمي	sales experience	خبرة في المبيعات
reputation	سمعة	reputable	حسن السمعة
financial donations	تبرعات مالية	the medical profession	مهنة الطب
appointment	موعد / تعيين	day-care centre	مركز لرعاية الأطفال أو كبار السن
grade	درجة / مرتبة / صف دراسي	trainee accountant	محاسب متدرب
hard skills	مهارات مكتسبة (بالتدريب والدراسة)	personal skills	مهارات شخصية
hire = employ	يوظف	a bonus	علاوة (للموظفين)
a paid holiday	أجازة مدفوعة الأجر	sick leave	أجازة مرضية
promote	يُرقّي/يُروج/يعزز	promotion	ترقية
salary	مرتب	part-time job	وظيفة مؤقتة
full-time job	وظيفة دائمة	go bankrupt	يُفلس
make profits	يحقق أرباحاً	customer service	خدمة العملاء
personnel manager	مدير شئون العاملين	natural talent	موهبة طبيعية

desirable	مرغوب	health professionals	العاملين في مجال الصحة
the general public	عامة الجمهور	enquiries	استفسارات
experience with computers	خبرة في التعامل مع الكمبيوتر	representative	مندوب / ممثل
personal details	تفاصيل شخصية	technical skills	مهارات فنية
language skills	مهارات اللغة	interests	اهتمامات / ميول
the Nile Delta	دلتا نهر النيل	activity	نشاط
place of residence	محل الإقامة	academic qualifications	مؤهلات علمية
certificate	شهادة	acquire	يكتسب
tempt	يُغري	hobbies	هوايات
vacancy	وظيفة خالية / غرفة خالية	practical skills	مهارات عملية
mental abilities	القدرات العقلية	ambition (n)	الطمح
basic / essential skills	مهارات أساسية	morale	الروح المعنوية
Assistant editor	مساعد رئيس التحرير	deadline	الموعد النهائي
conversely	بشكل مضاد أو معكوس	stubborn	عنيد
pharmaceutical company	شركة أدوية	contact	اتصال / يتصل بـ

Words and their antonyms:

ambitious	طَمُوح	lazy	كسول
conscious	واعي	unconscious	فاقد الوعي
established	راسخة ومعروفة (لوجودها منذ فترة طويلة)	unknown	غير معروف
sociable	اجتماعي	unsociable / introvert	غير اجتماعي / منطوي
neighbourly	ودي	unfriendly	غير ودي
nasty	سيء	nice / lovely	جميل / لطيف
extinguish (a fire)	يطفى	light (a fire)	يشعل
deride	يسخر من	respect	يحترم
well-organised	منظم تنظيماً جيداً	poorly organised	منظم تنظيماً سيئاً

Prepositions and Expressions:

apply for (a job / a visa)	يتقدم بطلب للحصول علي	work in a job	يعمل في وظيفة
a long way from	علي مسافة بعيدة من	relevant to	متصل بـ / ملائم لـ
focus on	يركز علي	be in existence	يكون موجودا
Fluent in	طَلَق في	look for	يبحث عن
deal with	يتعامل مع / يتناول (موضوع)	have access to	يمكنه الحصول على أو الوصول إلى..
compete against	يتنافس ضد	have a good command of	لديه إلمام جيد بـ
care about	يهتم بـ	get into/enter university	يلتحق بالجامعة
reply to	يرد علي	an interview with someone	مقابلة مع شخص
an interview for (something)	مقابلة من أجل ..	make up for	يُعوّض
make for = head for	يتجه إلى	make out	يري أو يسمع أو يفهم شيء بصعوبة
at the present time	في الوقت الحالي	get on with	ينسجم مع أو يكون علي علاقة جيدة
work experience	خبرة العمل	Do a course in	يدرس مقرر دراسي في
Do the accounts	يقوم بعمل الحسابات	Under/over 30 years old	تحت/فوق سن..
Insist on	يُصر علي	Suitable for	مناسب لـ

Irregular Verbs:

hold/held/held	يمسك	lay/laid/laid	يضع
hurt/hurt/hurt	يصيب بأذى	lead/led/led	يقود
keep/kept/kept	يحفظ	lean/leant/leant	يميل
kneel/knelt/knelt	يركع	lean/leaned/leaned	
kneel/kneeled/kneeled		leap/leapt/leapt	يقفز
		leap/leaped/leaped	

Derivatives:

verb	noun	adjective
apply يتقدم بطلب	applicant متقدم application طلب	applicable to منطبق علي
prepare يستعد / يجهز	preparation استعداد / تجهيز	prepared مستعد
organise ينظم	organisation تنظيم	organised منظم
interview يجري مقابلة	interview مقابلة interviewer الشخص الذي يجري المقابلة interviewee الشخص الذي تُجرى له المقابلة	
assist يُساعد	assistant بائع/معاون/مساعد assistance مساعدة	
process يعالج/يُحضر	process عملية	processed مُعالَج
qualify يوهل / يتأهل	qualification مؤهل	qualified مؤهل
appoint يعين / يوظف	appointment موعد / تعيين appointee الشخص المعين (في وظيفة)	appointed معين
train يدرّب / يتدرّب	trainer مُدرب trainee متدرب training التدريب	trained مُدرب
	conscience الضمير	conscientious حي الضمير/يقظ الضمير
establish أثبت / أسس / أنشأ	establishment انشاء / منشأة/مؤسسة	established راسخ/ثابت/معترف به
produce يُنتج	production الانتاج product مُنتج produce غلات / منتجات	productive انتاجي
	reputation سُمة	reputed حسن السمعة reputable حسن السمعة
	fluency طلاقة (في اللغة)	fluent طَلِق
edit يحرر / يُعد للنشر	editor محرر / رئيس تحرير edition طبعة (من كتاب)	editorial مقالة افتتاحية

Collocations and Vocabulary for translation

apply modern technology	يطبق التكنولوجيا الحديثة	economic sanctions against	عقوبات اقتصادية ضد
a fluent speaker	متحدث طلق	communication skills	مهارات التواصل
critical thinking skills	مهارات التفكير الناقد	the voice of conscience	صوت الضمير
prick of conscience	تأنيب الضمير	public amenities	المرافق العامة
obvious contradiction	تناقض واضح	menial work	عمل وضيع
current job	الوظيفة الحالية	previous job	الوظيفة السابقة
a permanent job	وظيفة دائمة	a temporary job	عمل مؤقت
career opportunities	فرص عمل	a contract of employment	عقد عمل
a rise in salary	زيادة في المرتب	above average	فوق المتوسط
below average	أقل من المتوسط	business hours	ساعات العمل
multinational company	شركة متعددة الجنسيات	reduced prices	أسعار مخفضة
fall vacant	تصبح شاغرة (للوظيفة)	with the proviso that	بشرط
social disease	مرض اجتماعي	constructive criticism	نقد بناء
constructive role	دور بناء	destructive impact	تأثير مدمر
creative ideas	أفكار إبداعية	revolutionary ideas	أفكار ثورية

Definitions:

appointment	A meeting that has been arranged for a particular time and place
applicant	someone who has formally asked for a job , a place at a college etc, especially by writing a letter.
conscientious	showing a lot of care and attention
CV (Curriculum Vitae)	a document that describes your education and the jobs that you have done, used when you are trying to get a new job.
candidate	Someone who tries to get a particular job
pharmacy	a store or a part of a store where medicines are prepared and sold .
sociable	friendly , liking to be with other people.
choir	A group of people who sing together
achievement	something important that you achieve (do)

fluent	able to speak or write a language very well without stopping or making mistakes.
daycare centre	A place where people who are old or ill can be looked after during the day
neighbourhood	a small area of a town or the people who live there.
skill	an ability to do something well, especially because you have practiced it.
reputation	The opinion that people have of a person, product, company, etc.
sales	The part of a company that deals with selling products
product	Something that is made or grown to be sold
established	Describing a company, organisation, etc. that has been in existence for a long time
grade	A number or letter that shows how well you've done in your exams or school work

The Listening Text:

Interviewer : Good morning, Mr. Farag. Please sit down.

Mr. Farag : Thank you.

Interviewer : First of all, thank you for sending us your CV. I see you have a **degree in** biology and chemistry from Alexandria University.

Mr. Farag : That's right.

Interviewer : And you're twenty-five years old. Do you have a driving licence?

Mr. Farag : Yes, I do. I passed my test last year.

Interviewer : What have you been doing since you left university?

Mr. Farag : I've been working as a sales assistant in my uncle's pharmacy.

Interviewer : I see, so you have some sales experience. I wonder if you could tell me why you're leaving your uncle's company?

Mr. Farag : Yes, of course. I should start by saying that I have **gained** a lot of useful **experience** working for my uncle, but I'm quite **ambitious** and I'd like to travel round in my job and visit other places.

Interviewer : Good. Does your uncle know you're trying to find another job?

Mr. Farag : Yes, he does. He's encouraging me to look for jobs.

Interviewer : Good. And why do you want to work for us?

Mr. Farag : My uncle's told me that yours is an **established** company with a very good **reputation** in the **medical profession**.

Interviewer : That's right.

Mr. Farag : My uncle has sold your **products** for many years and has never had any problems with them.

Interviewer : And why do you think you'd be good at the job?

Mr. Farag : Well, I've always been a **conscientious** worker and I'm a **sociable** person, so I'll enjoy meeting and talking to customers. I'm also **well organised**, so I'd always make sure I arrived on time for **appointments**.

Interviewer : Now at the moment, you're living with your parents in Nasr City. How would you feel if we asked you to work in another part of the country?

Mr. Farag : That'd be no problem. If I were given the job, it wouldn't matter to me where I was living and working.

Interviewer : Fine. Thank you very much for your time, Mr. Farag. We have your telephone number and email address at the pharmacy. I'll **contact** you on Saturday morning to let you know the result of this interview.

Mr. Farag : Thank you very much. Goodbye.

Interviewer : Goodbye.

Read the following CV (Curriculum Vitae) carefully

Ahmed Fawzy

Home address(محل الإقامة) عنوان المنزل

El Tonsy St, Bahary,

Alexandria, Egypt

Contact Informationمعلومات التواصل

Phone: 1020348004

Email: ahmedJawzy@me.edu

DOB: 17/05/1999

Nationality: الجنسية Egyptian

EDUCATION

2015- 2018 English Secondary School, Alexandria General Secondary Education Certificate (GSEC) Thanawiya Amma 2018 - 96%

2018- present: English language, Cairo University

WORK EXPERIENCE خبرة العمل

2016-2018 Editor of school magazine

ACHIEVEMENTS AND AWARDS الإنجازات والجوائز الرسمية

Academic العلمية

2018 - Special award for highest grade in English language

Sports: University Football Club - Captain of first team

Other activities: أنشطة أخرى

Charity work in home neighbourhood - in daycare centre for older people (two afternoons); camping; member of school book club and school choir

SKILLS

IT: Computing Grade 5

Experience in using Microsoft Office (Word and Excel)

Languages: Fluent in English

A little spoken Spanish and French

INTERESTS الميول والاهتمامات

Sports: Football, squash, athletics

Travel: I enjoy meeting people from other countries.

I have travelled to Europe and Australia. My ambition is to visit the Far East الشرق الأقصى (China and Japan).

Language Notes

♦ لاحظ الاختصارات الآتية:

DOB	date of birth تاريخ الميلاد	IT	information technology تكنولوجيا المعلومات
BA	bachelor of arts ليسانس آداب	PhD	doctor of philosophy دكتوراه الفلسفة
BSc.	bachelor of science بكالوريوس علوم	MSc.	Master of science ماجستير علوم
GSEC	General Secondary Education Certificate شهادة الثانوية العامة	Co.	company شركة
mph	mile per hour ميل في الساعة	Kph	kilometer per hour
Tel. no.	telephone number	wk	week / work
St.	street	rd.	road

cm	centimetre	km	kilometre
ASAP	as soon as possible بأسرع ما يمكن	p/t	part time جزء من الوقت
f/t	full time طوال الوقت/وقت كامل	Prof.	professor أستاذ جامعي
Dr.	doctor		

🏠 **interview** مقابلة شخصية (للوّيفة) / مقابلة (إذاعية / تليفزيونية / صحفية)

🏠 **appointment** موعد / ميعاد 🏠 **conference** مؤتمر 🏠 **meeting** اجتماع

- He has an **interview** next Thursday for a job.
- Representatives from over 100 countries attended the International Peace **Conference** in Geneva.
- I've got a **meeting** with Mr. Edwards this afternoon.
- I have an **appointment** to see the doctor.

🏠 **apply for** يتقدم بطلب (للحصول علي وظيفة / تأشيرة / جنسية / مكان في الجامعة ، الخ)

🏠 **apply in person** يقدم الطلب كتابةً 🏠 **apply in writing** يتقدم بالطلب شخصياً

🏠 **apply to + inf.** يطبق 🏠 **apply** يتقدم بطلب لكي ..

🏠 **apply to + n** ينطبق علي 🏠 **apply to + n** يتقدم بالطلب إلي

- She **applied for** a job with the local newspaper.
- She is going to **apply for** citizenship الجنسية next month.
- You should **apply** immediately, **in person** or by letter.
- He has **applied to join** the police.
- The offer only **applies to** flights from London and Manchester.
- I **applied to** four universities and was accepted by all of them.
- Some of the children seem unable to **apply** what they have learned.

♦ **on time = punctual, not late** في الوقت المحدد – بدون تأخير

- The train arrived **on time**.

♦ **in time = early enough / soon enough** في الوقت المناسب / مبكراً بما يكفي

- He was **in time** for the 7 o'clock train.

♣ **Wages – salary – fare – fees**

♣ **Wages** أجور (عمال مثلاً) بالساعة أو اليوم أو الأسبوع

- The workers went on strike because they wanted higher **wages**.

♣ **Salary** مرتب شهري أو سنوي

- This bank manager gets a **salary** of 40,000 dollars a year.

♣ **Fare** أجرة مواصلات **Taxi fare** **bus fare** **plane fare**♣ **Fees** رسوم أو أتعاب **lawyer's fees** **school fees** رسوم مدرسية

- Doctors' **fees** are very high nowadays.

🏠 **applicant** متقدم (بطلب كتابي) للحصول على شيء (وظيفة / جنسية / تأشيرة / منحة / قرض)🏠 **candidate** متقدم (لوظيفة / امتحان)

- He was one of 30 **applicants** for the manager's job.
- There are only three **candidates** for the job.
- **Candidates** are not allowed to use a calculator in this exam.

🏠 **تستخدم الأداة a / an عادة قبل الصفة إذا جاء بعدها الاسم:**

- a clever doctor
- a good education

🏠 **لاحظ ما يلي:**♣ **qualify as +** بعدها الوظيفة

- She wanted to improve her English so she could **qualify as** a translator..

♣ **qualify to + inf.**

- Our three-week course will **qualify you to teach** English overseas.

♣ **qualify for + noun**

- He wanted to **qualify for** the Olympics.

♣ **Special** (= not ordinary) من نوع خاص / متميز

Special care رعاية خاصة , **special attention** اهتمام خاص , **special occasion** مناسبة خاصة

- ♦ The government gives **special care** to reclaiming the desert.
- ♦ This is a **special** kind of cloth.

♣ **private** تنفيذ الملكية (opposite: public عام)

a private school مدرسة خاصة a private hospital مستشفى خاص

- ♦ This is my **private life**. You have no right to interfere.. يتدخل

♦ **لاحظ استخدام صفة بعد How والاسم بعد What وينطبق نفس الكلام على****However/Whatever**

- **How + adj.** = What + n.

- **How tall...?** = What height...? ما طول/ارتفاع

- **How big...?** = What size...?

- **How far ...?** = What distance ...?

- **How old ...?** = What age...?

- **How long...?** = What length...?

- **How wide...?** = What width...?

- **How high...?** = What height...? ما ارتفاع

📌 لاحظ استخدام النهايات الآتية لتكوين الاسم من فعل أو صفة:

-ness	-tion/-sion	-ment	-ant
happiness	reputation السكان	appointment موعد	applicant المتقدم (لوظيفة)
sadness	profession مهنة	achievement انجاز	accountant محاسب
madness الجنون	application طلب	arrangement ترتيب	consultant استشاري
illness المرض	qualification مؤهل	government الحكومة	contestant متسابق
weakness ضعف	possessions ممتلكات	treatment علاج/معاملة	servant خادم
blindness العمى	decision قرار	agreement اتفاق/اتفاقية	participant مشارك
forgetfulness النسيان	permission إذن	retirement تقاعد	inhabitant أحد السكان

-ity	-ance/ence	-ship	-hood
possibility امكانية	absence غياب	friendship الصداقة	childhood الطفولة
probability احتمال	silence صمت / سكون	relationship علاقة	motherhood الأمومة
responsibility مسؤولية	independence استقلال	membership عضوية	fatherhood الأبوة
complexity تعقيد	appearance ظهور	partnership شراكة	neighbourhood الجيرة
scarcity ندرة	resistance مقاومة	ownership ملكية	brotherhood الأخوة
rarity ندرة	existence وجود	leadership قيادة/زعامة	likelihood احتمال
purity نقاء	importance أهمية	citizenship مواطنة / جنسية	manhood الرجولة

Exercises on Vocabulary and Language Notes:

Choose the correct answer:

- 1- Ali is the most (consensus – dangerous – conscientious – pernicious) student in the class. He works hard and cares about what he does.
- 2- When they are applying for a job, some people start their (BSc. – AD – DVD – CV) with personal details. Others put their qualifications first.
- 3- Our school is very (sterilized – organised – despised – devised). The staff and students are always on time and everyone knows exactly what they have to do.
- 4- Our family has a well-(attached – detached – talented – established) business. It was started by my grandfather in 1935.
- 5- I need some medicine. Is there a/an (bakery – pharmacy – grocery – embassy) near here.
- 6- If you want them to interview you for the job, send them your (BA – CV – WC – BC).
- 7- You are the most (well-established / well-organised / well-behaved / well-dressed) person I know. You never forget anything and you are never late.

- 8- My uncle was always (conscientious – jealous – envious – ambitious). He was always looking for a better job.
- 9- If you need any medicine, there is a (chemistry – pharmacy – privacy – policy) in the village.
- 10- My bank is an (abandoned – accomplished – established – attended) company. It has been in business for over 100 years.
- 11- The company received over 100 CVs from interested (applicants – employers – bosses – managers).
- 12- My brother is more (ambitious – selfish – sociable – unreliable) than me. He gets on with everyone he meets.
- 13- She doubts whether she'll ever be able to fulfil her (ambition – ammunition – addiction – animation).
- 14- Ali has applied (in – with – for – to) join the navy.
- 15- He is a very good man. He always does his work (conscientiously – carelessly – lazily – suddenly).
- 16- A (geneticist – physicist – enthusiast – pharmacist) is someone whose job is to prepare medicines in a shop or hospital.
- 17- The campaign حملة was poorly (deprived – furnished – organised – trained), so it did not succeed.
- 18- We get (on – off – away – in) with all our neighbours. Everyone is so friendly.
- 19- The people in this part of town are always very (adventurously – aimlessly – neighbourly – cleverly), especially if someone needs help.
- 20- (Emergency – Fluency – frequency – infancy) is perhaps the most important language skill.
- 21- Even though he has only been here for six months, he can speak English (abruptly – arrogantly – fluently – currently).
- 22- My father has (ignored – avoided – prevented – achieved) many things to be proud of in his life.
- 23- Sara is (blunt – affluent – fluent – frequent) in three languages: Arabic, English and German.
- 24- Most of the houses in our (flat – neighbourhood – apartment – hotel) are quite old.
- 25- An (announcement – appointment – argument – achievement) is something important that you have done.
- 26- (Abundant – Fluent – Adjacent – Applicant) means able to speak a language well without stopping.
- 27- (Daytime – Daydream – Daycare – Daylight) is a centre where people who are old or ill can be looked after during the day.
- 28- I filled in the (abbreviation – absorption – application – allegation) form and sent it off.
- 29- Are you (planned – blamed – trained – betrayed) in the use of this equipment?
- 30- I've got another job (conference – interview – advertisement – announcement) tomorrow.
- 31- This (training – working – employing – hiring) provides opportunities to acquire new skills.
- 32- The only thing he seems to care (in – with – about – at) is money.
- 33- He possessed no (academic – domestic – elastic – organic) qualifications.
- 34- My friends and I stay in (compact – contact – attract – contact) by email.

- 35- Both boys and girls can apply (to join – for joining - - join – joined) the choir.
- 36- He had an (accomplishment – agreement – appointment – argument) to see the dentist but he chickened out **خاف** at the last moment.
- 37- His previous employer describes him as honest, hard-working and (dangerous – conscientious – anxious – envious).
- 38- It was not until the 1940s that public opinion polling **استطلاع الرأي العام** became an (banished – brushed – crashed – established) part of the political process.
- 39- The company needs to reduce its dependence on just one particular (conduct – obstruct – product – instruct).
- 40- She has built up an enviable (reputation – radiation – reaction – realization) as a psychotherapist. **معالج نفسي**
- 41- She was offered (employees – employer - employment – employable) in the sales office.
- 42- When I was eight years old, I joined our school (cooker – choir- character – charisma).
- 43- To work as a translator, you need (fluency – affluence – influence – consequence) in at least one foreign language.
- 44- He is very downhearted **حزين/مكتئب** about the poor (greed – grain – grape – grade) he got in school.
- 45- His plan is to get a (debris – degree – decree – referee) in economics and then work abroad for a year.
- 46- A lot of new families have moved into the (adulthood – neighbourhood – fatherhood – brotherhood).
- 47- Who is the current (edition – editorial – creditor – editor) of the Times?
- 48- The (conduction – production – reduction – infection) of the film cost twenty million US dollars.
- 49- You didn't do anything wrong, - you should have a clear (conscience – conscious – conscientious – consciousness).
- 50- (Personal - Hard - Unusual - Political) skills include computer programming, web design and typing.
- 51- (Humidity - Enmity - Density - Creativity) and flexibility are personal skills.
- 52- Her (accommodation - ambition - addiction - aggression) was to be a famous singer.
- 53- Since retiring from the company, she has done (voluntary – anniversary – contemporary – summary) work for a charity.
- 54- The (completion - competition - compensation - composition) attracted over 500 contestants **متسابقين** representing 8 different countries.
- 55- I've decided to (make – act – play – do) a course in Spanish.
- 56- He is a (content – current – frequent – fluent) speaker of French.
- 57- There is a (daycare – daydream – daylight – daybreak) centre for the elderly in our neighbourhood.
- 58- Trees absorb carbon dioxide and (deduce - produce – induce – reproduce) oxygen.

59- I insured my property with a/an (extinguished – established – polished – smashed), reputable company.

60- The exhibition helped her (watch – strengthen – establish – destroy) herself as an artist.

Grammar

Reported Statements

Direct	Indirect	Direct	Indirect
say	say	say to	tell
says	says	says to	tells
said	said	said to	told

♣ تحذف inverted commas ويمكن استخدام that أو تحذف.
♣ تتغير الأزمنة من مضارع إلى ماضى و من ماضى إلى ماضى تام كما يلي:

Direct	Indirect	Direct	Indirect
write / writes	wrote	will	would
wrote	had written	shall	would
is / are writing	was / were writing	may	might
have / has written	had written	can	could
has / have been writing	had been writing	must	had to
was / were writing	had been writing		

♣ هناك كلمات معينة تتغير في غير المباشر كما يلي:

Direct	Indirect	Direct	Indirect
now	then	tonight	that night
this	that	tomorrow	the next day
these	those	yesterday	the day before / the previous day
here	there	today	that day
(two days) ago	(two days) before / earlier	yet	by then
last week	the week before / the previous week	next week	the following week
the day before	two days before	the day after	in two days' time

yesterday		tomorrow	
tomorrow morning	the next morning	this afternoon	that afternoon
next Friday	the following Friday		

♣ لاحظ تغيير الضمائر:

- ◆ She said, "I shall pay my debts tomorrow."
She **said** (that) she would pay her debts the next day.
- ◆ He **said to** me, "I sent the letter two days ago."
He **told** me (that) he had sent the letter two days before / two days earlier.
- ◆ He **said to** me, "I didn't see the robbers last night."
He **told** me (that) he hadn't seen the robbers the night before / the previous night.

♣ يمكن استخدام الأفعال الآتية بدلا من **said**:

claimed ادعى / complained / mentioned ذكر / indicated أوضح / asserted أكد / agreed / reported / explained / shouted

- ◆ He **said**, "The service in this restaurant is not good."
He **complained** that the service in that restaurant was not good.
- ◆ He **said**, "I won't tell anyone what you said."
He **agreed** he wouldn't tell anyone what I had said.

♣ الماضي من الأفعال الناقصة وزمن الماضي التام لا تتغير في غير المباشر:

Would / should / ought / had better / might / used to / could

- ◆ He said, "I used to clean my room every day."
- ◆ He said he used to clean his room every day.
- ◆ He said, "We could see the mountain after we had reached the top of the tower."
- ◆ He said that they could see the mountain after they had reached the top of the tower.

♣ لا تتغير الأزمنة إذا كان فعل **say(s)** في المضارع:

- ◆ She says, "I live in a small flat in Cairo."
She **says** she lives in a small flat in Cairo.

♣ لا تتغير الأزمنة إذا كانت الجملة تعبر عن حقيقة:

- ◆ She said, "Metals expand when they are heated".
She **said that** metals expand when they are heated.

♣ لا تتغير الأزمنة إذا كانت الجملة قيلت منذ فترة وجيزة:

- ◆ He said just now, "I have already seen the film."
He said just now he has already seen the film.

♣ في حالة وجود if يتغير الزمن في الحالة الأولى فقط:

- ◆ He said, "If it rains, I'll stay at home."

He said if it rained, he would stay at home.

♣ في حالة وجود جملتين نستخدم and that أو and added that:

- ◆ He said to me, "I didn't post the letter. I'll ask John to post it for me."

He told me he hadn't posted the letter and that he would ask John to post it for him.

♣ يمكن استخدام الأفعال الآتية بدلا من said to عند نقل الجملة إلى غير المباشر ويأتي بعدها v+ing:

admit / deny / apologize for/objected to/insisted on / suggest / congratulate on
+ (v-ing)

- ◆ He said, "Let's watch the news on TV."

He suggested watching the news on TV.

♣ بعد deny that / admit that يمكن تحويل الجملة بالطريقة العادية:

- ◆ He said, "I didn't see the accident."

He denied seeing the accident.

He denied that he had seen the accident.

♣ يمكن استخدام الأفعال الآتية بدلا من said to عند تحويل الجملة إلى غير المباشر ويأتي بعدها to + inf.:

**promised/offered /agreed/threatened/ refused/reminded/decided/
encouraged/invited + (to+inf.)**

- ◆ He said, "I'll lend you the money you need."

He promised to lend me the money I needed.

He promised that he would lend me the money I needed.

- ◆ He said to me, "You ought to do your job well."

He advised me to do my job well.

♣ لاحظ أن أسلوب التعجب في غير المباشر يتحول إلى جملة عادية تبدأ بـ It was..:

- ◆ He said, "How terrible!"

He said that it was terrible.

Exercises on grammar

1. He (said – asked – wondered – wanted to know) he wouldn't be able to sleep until he had finished the homework.
2. She said that she (want – wants – wanted – is wanting) to be a writer.
3. She admitted that her brother (was helping – is helping – he is helping – he was helping) her with her homework that afternoon.
4. She said they (meet – are meeting – have been meeting – were meeting) them there the following Saturday.
5. She (asked – wondered – complained – ordered) that she had waited for more than an hour for her appointment.
6. They promised that they (phone – would phone – will phone – phones) us as soon as they arrived.
7. He admitted that he (arrives – has arrived – had arrived – will arrive) late the night before.
8. She (blamed – refused – asked – explained) that she was hoping to come and see me the following week.
9. I admitted that I (don't have – am not having – didn't have – doesn't have) any plans.
10. He denied (to be – had been – was – being) at the scene of the crime
11. I explained that I (would have to – will have to – will – shall) ask my mother.
12. Peter (asked – wondered – promised – wanted) he would phone me that evening.
13. She said, "I (didn't see – won't see – wasn't seen – hadn't seen) anyone until I have finished.
14. She refused (lending – lend – to lend – to lending) me the money I needed.
15. He denied (to forge – forging – forged – had forged) the cheque.
16. He said metals (are contracting – contracts – contract – contracting) when they are cooled.
17. She promised that she (will – can – shall – would) help me soon.
18. He admitted that he (robs – was robbed – has robbed – had robbed) the house the night before.
19. He explained that he (loses – was losing – had lost – to lose) his way in the desert a few weeks earlier.
20. They complained that they (are treated – have been treated – will be treated – had been treated) badly by the shop owner the previous day.
21. He says water (evaporated – evaporates – is evaporating – was evaporating) if it is boiled.
22. He said that she (was going – is going – will be going – is gone) to learn to drive.
23. I complained that it (was – is – is being – has been) rather late and that it was time for him to go to sleep.
24. I said he (was going to – will – may – shall) retire the following year.
25. My son (asked – wondered – inquired – explained) that his book was really exciting.
26. She promised that she (will – would – can – shall) be home the next morning.

27. John said that he (had seen – sees – was seeing- to see) that movie once before.
28. She (admitted – asked – told – refused) that the accident was her fault.
29. He (said – encouraged – refused – denied) him to take the exam again.
30. She (insisted – blamed – congratulated – complained) him on getting great exam results.
31. He (insisted – blamed – denied – complained) eating the last chocolate biscuit.
32. He said that he (doesn't have – didn't have – wasn't having – isn't having) enough time to finish the job.
33. She said that she (wants – was wanting – wanted – will want) to visit Cairo the following week.
34. The Nile (has been – was – had been – is) the longest river in the world.
35. She says she (is being – is – was being – were) ready for the exam.
36. He promised that he (would – will – can – may) be home the next morning.
37. Manal said that her brother (is helping – has been helping – was being helped – was helping) her do the washing up that afternoon.
38. Tarek explained he (is – has been – was being – was) hot because he was playing tennis.
39. Mona shouted that the animal (was – was being – has been – will have been) dangerous.
40. Ali (blamed – admitted – decided – told) that he had lost the pen that I had lent him.
41. He said that when he (has been to – goes – had been – will go) to the museum, he had seen the statues.
42. Nadia said that she (has – has been having – had been having – was having) a test the following week.
43. She admitted that she (didn't really know – wasn't really knowing – isn't really knowing – doesn't really know) the vocabulary that she needed to know.
44. He told me that he had played basketball (the following day – the next day – the day before – the following week).
45. She says that she (is – has been – had been – is being) ready now to go to the shops.
46. Mother (told – tells – said – refused) that we could watch TV after finishing our homework.
47. She said that she (can go – will go – could go – may go) home on her own.
48. They said that they (hadn't been – hasn't been – haven't been – won't be) to the art gallery for a long time.
49. He decided (going – gone – to go – goes) to England to study medicine.
50. He said that he (thinks – will think – would think – is thinking) about it.
51. He threatened (to call – calling – he calls – to be calling) the police if I didn't leave.
52. The scientist said, "Atoms (will be – have been – were – are) the smallest elements."
53. My coach said that he (would not be able to – isn't able to – won't be able to – able to) be at the next game.
54. She told me she (sees – is seeing – would see – would have seen) him later.

55. He told me he (doesn't see – hasn't seen – won't see – hadn't seen) her before.
56. She told them she (is cleaning – had been cleaning – was cleaning – cleans) the house all morning.
57. He said that he (would have finished – will have finished – finished – is finishing) that paper by the next day.
58. They said that they (never were – have never been – had never been – are never) there before.
59. He said there (is – had been – have been – has been) an accident outside the supermarket the night before.
60. Sarah said that her father (took – takes – is taking – was taking) her to school every day.

Communication Skills: Asking & answering personal questions

Questions

Do you have any work experience?

What are your interests and hobbies? الاهتمامات والهوايات

Which exams have you passed?

Where are you from?

Which skills have you got?

Where were you born and what's your nationality

Can you tell me about any awards or achievements? الجوائز الرسمية والانجازات

Test on Unit 10

A- Vocabulary and Structure

Choose the correct answer:

- I have very poor technical (bills – skills – hills – wills). Could you help me fix my computer?
- Getting into university would be my greatest (abandonment – achievement – adjustment – amazement).
- (Spill – Spell – Skill – shell) is the ability to do something well.
- A (neighbourhood – fatherhood – brotherhood – manhood) is a small area of town or the people who live there.
- My sister said, "I won't be able to be at the next game".- My sister said that she (isn't able – wouldn't be able – were able – will be able) to be at the next game."

6. My grandmother said, "A long time ago there were no cell phones!" My grandmother said that a long time ago there (have been – has been – had been – would be) no cell phones.
7. John said, "I am going to work for a new company next month." John said that he (was going to work – is going to work – has been going to work – will go to work) for a new company the following month.
8. Mary said, "I have just come back from Europe." Mary said that she (has just come back – would just come – had just come back – will just come back) from Europe.
9. Sarah said, "My head is aching ". Sarah said that her head (has been aching – was aching – had been aching – was being ached).
10. Michael said, "You can borrow my book". Michael told me that I (could borrow – can borrow – have borrowed – had borrowed) his book.
11. Paul admitted, "I haven't brushed my teeth yet." Paul admitted that he (hadn't brushed – wasn't brushing – hasn't brushed – hasn't been brushing) his teeth yet.
12. My father said, "I could swim very fast when I was a child" My father said that he (could – can – will – may) swim very fast when he had been a child.
13. (Identifiable – Justifiable – Envable – Sociable) means friendly or liking to be with other people.
14. Mark is very (precious – conscientious – dangerous – delicious) in doing his work, so his colleagues all have confidence in him.
15. (Assailant – Complainants – Applicants – Infants) interested in applying for the position should submit their CVs no later than February 15.
16. He has a/an (conference – interview – view – review) next week for the manager's job.
17. She stated that a wise woman would choose her future husband on the basis of his (qualities – quantities – degrees – marks) of character.
18. There has been a gradual improvement in our (sales – sails – sells – souls) figures over the last two years.
19. Every participant will receive a (certificate – permit – permission – mark) at the end of the course.
20. These toys are not suitable (with – for – at – about) for children under five.
21. You will be employed to (insist – resist – assist – consist) in the development of new equipment.
22. (Applications – Fabrications – Qualifications – Locations) are important but practical experience is always an advantage.
23. Staff may not leave early without the (admission – emission – confession – permission) of the director.
24. He lost all his (possessions – impressions – omissions – sessions) in the fire.
25. He was (limited – submitted – permitted – vomited) to go abroad with the proviso that بشرط he should return at the end of two years.
26. This university offers financial (attendance – abundance – assistance – avoidance) to students.

27. The family (possessed – ceased – addressed – passed) documents that proved their right to ownership.
حقهم في الملكية
28. After retiring, she became involved in (centenary – legendary – voluntary – literary) service in the local community.
29. Egypt is a/an (member – organ – climber – number) of the United Nations Organization.
30. She speaks Spanish with great (fancy – currency – emergency – fluency).

B- Reading Comprehension

Read the passage then answer the questions:

Medical experts say the most effective way to prevent the spread of disease is for people to wash their hands with soap and water.

The World Bank, the United Nations, and the London School of Hygiene and Tropical Medicine carried out a study to urge hand washing around the world. They say that programs to increase hand washing with soap could be among the most effective ways to reduce infectious diseases. They say that one-million lives could be saved each year if people washed their hands with soap often.

Doctors say many diseases can be prevented from spreading by hand-washing. These include influenza, the common cold, hepatitis and infectious diarrhea.

Hand washing destroys germs from other people, animals or objects a person has touched. When people get bacteria on their hands, they can infect themselves by touching their eyes, nose or mouth. Then these people can infect other people.

The experts say the easiest way to catch a cold is to touch your nose or eyes after someone nearby has sneezed or coughed. Another way to become sick is to eat food prepared by someone whose hands were not clean.

The experts say that hand washing is especially important before and after preparing food, before eating and after using the toilet. People should wash their hands after handling animals or animal waste, and after cleaning a baby. The experts say it is also a good idea to wash your hands after handling money and after sneezing or coughing. And it is important to wash your hands often when someone in your home is sick.

The experts say the most effective way to wash your hands is to rub them together after using soap and warm water. **They** say you do not have to use special anti-bacterial soap. Be sure to rub all areas of the hands for about ten to fifteen seconds. The soap and the rubbing action remove germs. Rinse the hands with water and dry them.

Experts say that people using public bathrooms should dry their hands with a paper towel and use the towel to turn off the water. They also advise using the paper towel to open the bathroom door before throwing the towel away.

Choose the correct answer:

1-The best title to this passage could be:

- | | |
|----------------------|------------------------------------|
| a) paper towels | b) infectious diseases |
| c) health programmes | d) the importance of hand swashing |

2-Hand-washing with soap could be among the most effective ways to ----- infectious diseases.

- | | | | |
|-----------|-----------|-----------|------------|
| a) induce | b) reduce | c) deduce | d) produce |
|-----------|-----------|-----------|------------|

3-The underlined word 'they' refers to:

- | | | | |
|------------|---------|-------------|----------|
| a) experts | b) hand | c) bacteria | d) germs |
|------------|---------|-------------|----------|

4-When someone has sneezed or coughed, we mustn't -----.

- | | |
|-----------------|----------------------------|
| a) do the same | b) blame them |
| c) tell experts | d) touch our noses or eyes |

5-We understand from the passage that ordinary soap is ----- anti-bacterial soap.

- | | |
|------------------------|------------------------|
| a) less effective than | b) more effective than |
| c) as effective as | d) not as effective as |

6-Hand washing is especially important after -----.

- | | |
|--------------------|---------------------|
| a) buying animals | b) selling animals |
| c) killing animals | d) handling animals |

Answer the following questions:

7-What are three things you should do with paper towels when using a public bathroom?

8-Mention three diseases that can be prevented by hand washing.

9-Find words in the passage which mean:

- | | |
|----|--|
| a) | A person who is very knowledgeable about a particular area |
| b) | Successful or producing the results that you want |

10-What is the easiest way to catch a cold?

D- Writing

Supply the missing parts in the following dialogue between Tamer and Hassan about football matches:

- Tamer : Did you watch the football match last night?
 Hassan : -----(1)-----.
 Tamer : -----(2)-----.
 Hassan : So was I. I think I've never seen such an exciting match.
 Tamer : -----(3)-----?
 Hassan : I think it will be next month.
 Tamer : -----(4)-----?
 Hassan : In Cairo Stadium.
 Tamer : -----(5)-----.
 Hassan : So will I. I won't miss one like it for anything.
 Tamer : We can go there together.
 Hassan : -----(6)-----.

Write a paragraph of about 120 words about:

The advantages and disadvantages of running your own business".

9- A) Translate into Arabic:

- 1- Studies have found that when you stop thinking about your own problems and focus on someone other than yourself, your stress levels start to decrease and your immune system is strengthened and your overall sense of life satisfaction increases.
- 2- The world of work is changing and for many people it is unlikely that they will stay in the same job or even the same career path for the whole of their working life.

B) Translate into English:

- 1- ينبغي ان يكون للمشاهير من الكتاب والعلماء والرياضيين دور مؤثر فى مساعدة الجمعيات الخيرية
- 2- مصر فخورة بعلمائها الذين حققوا إنجازات علمية هائلة في جميع المجالات

“Every morning you have two choices: continue to sleep with your dreams, or wake up and chase them.”